



2020-2021 Awarded Grantee Training



Welcome

FVA Director Comments

This Training Will Cover

- Renewal Grants
- Know Your Grant
- Maintaining and Reporting for your FVA Grant
- Approval for Reports and Amendments
- Compliance
- Acknowledge and Promote your Grant
- Questions
- Wrap Up





Renewal Grants

Convert 2019 Grant

- IT Process within GovGrants
- Closeout 2019 grant
- Convert 19-20 Approved Application and Amendments
 - New 2020 Grant Number
 - New Funds
 - 2019 funds do not carry over
- Grantee and FVA Staff will review
- If changes are required mandated by FVA





Your New FVA Grant

Overview • Getting Started

Approved Grant

Know & follow the details of your approved grant:

- Project Narrative
- Budget
- Budget Narrative
- Request for Application (RFA)
- Associated rules and requirements as listed in RFA
- Your agencies policies and procedures



RFA: Prohibited Uses of Funds

The following are some of the prohibited costs for FVA Grants

- **Cash or Cash Equivalents:**
 - Distribution of cash/check
 - Gift or Gas cards
 - Paying beneficiary instead of vendor
 - Beneficiary buys materials to fix home



Project Services Question

Unsure about a service or possible cost

- **Refer to your approved award**
- **Contact your Grant Officer**
- **5 W's**
- **Grant Officer will verify before reimbursement**



One-Time Exception

- Once during grant cycle – or amendment
- Provide an allowable service not covered by grant project
- Provide an allowable service outside your service area
- Serve a client not listed as those you have chosen to serve
- **Contact your Grant Officer**
 - 5 W's
 - Letter from Signature Authority



Grant Contract Overview: NOGA

Notice Of Grant Award

- Available after TVC Executive Director approves the grant and grantee accepts in GovGrants system
- Memorializes the final details of your agreed grant contract
- Entirely in GovGrants
 - Print it out
 - Signing Authority must sign
 - Scan & upload to GovGrants
 - Inform your GO



Grant Operations Begin July 1, 2020

- No pre-award spending
- Employees budgeted at 100% must be dedicated to the grant
- Grant-funded employees TBD/TBH?
 - If you haven't already posted grant positions on job boards, do this ASAP



Reminder: Set Up Payment Requirements

- **Must submit:**
 - Signed NOGA (GovGrants)
 - Direct Deposit Form (Email)
 - W-9 Form (Email)
 - AP-152
- Payments cannot be made until these are submitted





Maintaining Your FVA Grant

Changes • Reports

Documentation • Amendments

Inform FVA of Organizational Changes

- You must notify your Grant Officer when any of these change:
 - Mailing Address
 - Phone Number (intake or staff contact numbers)
 - Website Address
 - Principal Participants - must submit resume in GovGrants
 - IRS Nonprofit Status Changes

Source: 2020-2021 Request for Applications,
Program Requirements, VI. "Changes to Program"



Payment Reimbursement Requests (PRR)

- Due on the 15th of the month following the end of the reporting month
 - **Can submit early if all paperwork is complete**
- Created automatically in GovGrants
- Will appear as a task on your home screen in GovGrants



Progress Reports (PR)

- Due on the 15th of the month following the end of the reporting quarter
 - **Can submit early if all paperwork is complete**
- Provide County-level detail in spreadsheet



Benchmarks

** Set by Texas Administrative Code §460.2*

% Grant Period Elapsed	Performance Benchmark	Expenditure Benchmark
25% Due Oct 15	15%	15%
50% Due Jan 15	40%	40%
75% Due Apr 15	70%	70%



Grant Amendments Overview

- Grantees are allowed **3 amendments** per grant period
- **April 15, 2021** is the last day to submit amendments:
- **3 types** of amendments: Budget, Scope, and Time



Types of Grant Amendments

Budget Amendments modify how you plan to spend grant funds in delivering services

Scope Amendments alter what, or where, services the grant funding can cover

Time Amendments extend the grant period up to 6 months. May not extend beyond December 31, 2021



**You can submit multiple
proposed changes to your
project in a single amendment.**





Compliance

Visits · Findings

Compliance Review

A compliance review can be done through:

- On-Site Monitoring
- On-Site Compliance
- Desk Reviews



Compliance Reviews

Will require a completed questionnaire provided by FVA

The review will include:

- A monthly PRR
- Review of organizations policies and procedures
- Review of accounting procedures
- Review of veteran eligibility documentation
- Review of FVA acknowledgement on website and all printed materials



Most Compliance findings fall into four categories.

1. Improper eligibility documentation
2. Client served does not match that listed in approved grant
3. FVA Recognition to include logo, verbiage and link not properly posted on website and printed material
4. Improper reporting of client numbers



Responses to Compliance Visits

1. Grantees should **respond** to the Compliance Report within the timeframe listed in the report.
2. Responses to the Compliance Report should be **signed by your organization's Signing Authority.**





Communications

Resources • Communications Assistance

Acknowledge Your Grant

You are required to acknowledge your grant

- Verbiage, URL, & logo on website (together)
- Recognize at events funded by the grant (verbally & in signage)
- Acknowledge in presentations, speeches, & all printed materials funded by FVA.



Verbiage, Logo, and Link Together



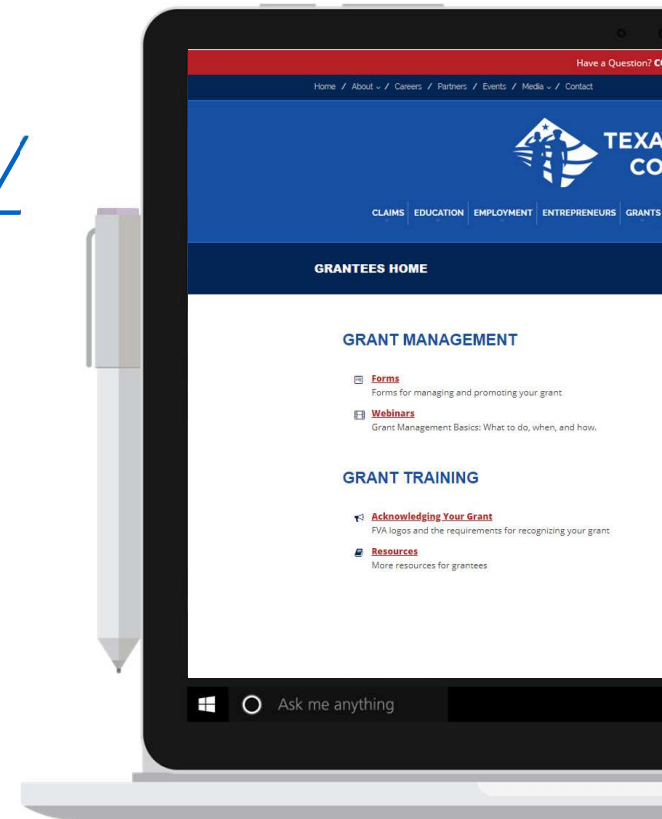
This program is supported by a grant from the Texas Veterans Commission *Fund for Veterans' Assistance*. The *Fund for Veterans' Assistance* provides grants to organizations serving veterans and their families. For more information, visit TVC.Texas.gov.



News & Resources For Grantees

www.TVC.Texas.gov/grants/grantees/

Bookmark this page!



**Do NOT unsubscribe from
grants@tvc.Texas.gov emails.
You WILL miss important
information.**





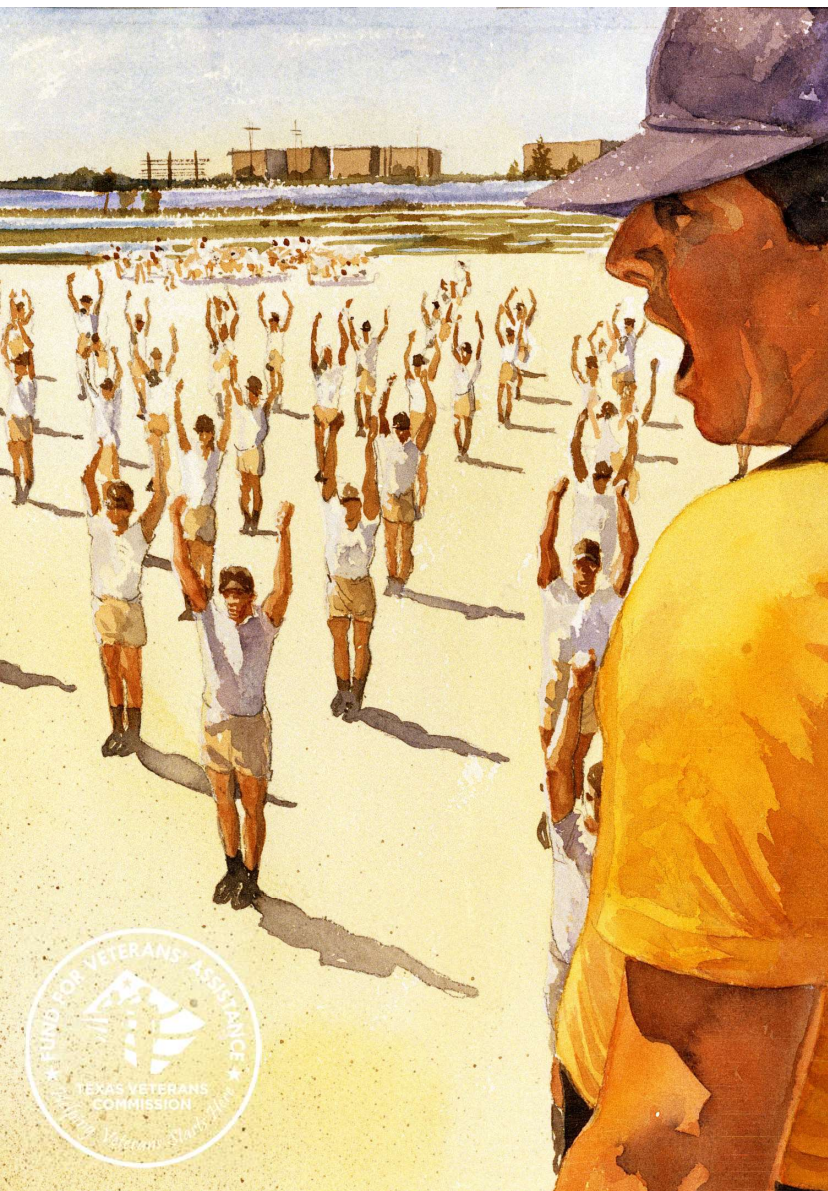
Next Trainings

**Reporting • Acknowledging & Promoting Grants
Amendments • Closeout**

2020-2021 Grant Training Schedule

- **July 7, 2020:** Progress Reports & Requesting Reimbursements
<https://attendee.gotowebinar.com/register/5615073248695010572>
- **July 21, 2020:** Acknowledging & Promoting Your Grant
<https://attendee.gotowebinar.com/register/2932797040549426956>
- **October 6, 2020:** Grant Amendments
<https://attendee.gotowebinar.com/register/8963845917807748876>
- **March 2021:** Grant Amendments (Replay/Refresher)
- **June 8, 2021:** Grant Closeout





Questions

Submit your questions in the chatbox



File View Help

Audio

Sound Check

Computer audio
Phone call

MUTED

Microphone (HD Webcam C510)

Speakers (High Definition Aud...)

Questions

[Enter a question for staff]

Send

Multi sessions different registrants
Webinar ID: 980-960-603

GoToWebinar



Contact Us



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<https://www.tvc.texas.gov/grants/>



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